



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MHA-06-17	POSITION: Social Worker
POSITION SERIES: DS-185	POSITION GRADE: 12
OPENING DATE: 10/21/05	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 11/04/05 (and every two (2) weeks thereafter)	SALARY RANGE: \$58,773 - \$75,180 per annum
WORKSITE: Child and Family Services 400 6 th Street, SW Washington, DC 20002	TOUR OF DUTY: 8:15am – 4:45pm Monday – Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: DMH/Mental Health Authority	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.	
(X) This position IS in the collective bargaining unit represented by <u>SEIU/1199</u> and you may be required to pay an agency service fee through an automatic payroll deduction. () This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: The position is in the Department of Mental Health (DMH), Office of Programs, Policy and Planning, Division of Care Coordination and located at the Child and Family Services Administration (CFSA), Intake Unit. The incumbent assures coordination between the intake and processing activities of the CFSA Behavioral Services Unit, the DMH Assessment Center, and the DMH Access Helpline. Incumbent participates in CFSA daily activities such as planning activities, coordinating processing functions, initiating and implementing changes, coordination of services and development of working relationships in order to carry out continuing social work functions. Participates in ensuring that all youth who enter CFSA system of care receive a behavioral screening within seventy-two (72) hours. Works closely as a liaison to CFSA to ensure youth are appropriately linked to Core Service Agencies. As a liaison between CFSA and the Assessment Center, incumbent provides information to CFSA regarding assessments that may have been conducted on identified youth and their family members. As needed, incumbent may coordinate the work of social work students and evaluate their field practicum performances and progress as required to provide input to the Supervisory Social Workers at CFSA.	
QUALIFICATIONS REQUIREMENT: Applicants must have successfully completed a course of study in an accredited School of Social Work and have fulfilled all the requirements for the Master's Degree in Social Work. A copy of the Master's degree and license must accompany the application for the position. In addition, applicants must possess one (1) year of professional work experience equivalent to the next lower grade level and be a licensed Independent Clinical Social Worker, LICSW, through the D.C. Department of Consumer and Regulatory Affairs, Occupational and Professional License Administration.	
SELECTIVE PLACEMENT FACTOR(S): None	
Note: <u>This position has been identified as essential for the purpose of weather related closings.</u>	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Knowledge of clinical treatments and substantive experience in working with children with serious emotional disturbance in order to provide social work services, appropriate assessments, evaluations, referrals, and consultation to the Family Court, as appropriate.
2. Thorough knowledge of CFSA youth services, community resources and institutions that serve families, including services offered, eligibility criteria, and referral procedures in order to effectively provide liaison and linkage services between CFSA, the Assessment Center and the DMH Access Hotline which support children and families.
3. Professional knowledge of social work trends, techniques, methods, and issues relating to children, and governing District government regulations, policies and established procedures as necessary to apply new developments to problems and other independent clinical social work services.
4. Extensive knowledge of the intake and behavioral services, social work assessments sufficient to provide coordination between intake and processing activities and the Assessment Center and ACCESS Helpline.
5. Extensive skill in communicating orally and in writing in order to plan and carry out independent social work services, develop and present reports and findings, etc.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Cynthia Hawkins (202) 673-7522
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."